

Lowell Public Schools

Lowell High School 50 Fr. Morissette Blvd Lowell, Massachusetts 01852-1050



Mike Fiato Head of School

Tel. (978) 937-8900 Fax (978) 937-8902 Email: Mfiato@lowell.k12.ma.us

May 26, 2023

Dr. Joel Boyd, Superintendent Lowell Public Schools 155 Merrimack Street Lowell, MA 01852

Re: Costa Rica April Vacation

Dear Dr. Boyd:

I am writing to request permission for four chaperones & up to 24 students to travel to Costa Rica during the April school vacation 2025 (April 18-25, 2025). There will be no cost to the School Department and students will not miss any classes.

This trip will be coordinated with the assistance of Explorica, an accredited group located in Boston. This organization comes highly recommended, as they have been working with student travel for the past twenty years. Suzanne Riley & Mary Ann Dyson have traveled with this company several times and can vouch for their quality and expertise. Although this trip is open to all students, those who study Spanish will have the opportunity to immerse themselves in the language and Culture of Costa Rica.

While we understand that the trip is not until 2025, we want to ask for permission early so that students have plenty of time to pay for the trip. Also, students receive a \$200.00 scholarship if they sign up early. This will also give us more time to hold fundraisers to help students offset some of the cost, which is \$2,721.00.

The total cost of the trip will be incurred by each student traveling. The itemized costs are:

Program Price: \$2,721.00 (with 200.00 discount)

Monthly Installment: \$127.19

This trip is in accordance with the Massachusetts State Curriculum Frame words under the following standards:

Standard 1: Culture. Students will demonstrate an understanding of the culture studied through history, literature, and the arts.

Standard 2: Communities. Students will use languages other than English beyond the school setting.

Thank you in advance for your consideration and support.

Sincerely,

Michael Fiato Head of Lowell High School



Lowell Public Schools

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Mike Fiato Head of School Tel. (978) 937-8900 Fax (978) 937-8902 Email: Mfiato@lowell.k12.ma.us

May 26, 2023

Dear Mr. Fiato,

We are writing to request permission to travel with twenty four students and four chaperones to Costa Rica during the April school vacation 2025 (April 18-25, 2025). There will be no cost to the School Department and students will not miss any classes.

This trip will be coordinated with the assistance of Explorica, an accredited group located in Boston. This organization comes highly recommended, as they have been working with student travel for the past twenty years. Suzanne Riley has traveled with this company three times and can vouch for their quality and expertise. Although this trip is open to all students, those who study Spanish will have the opportunity to immerse themselves in the language and Culture of Costa Rica.

While we understand that the trip is not until 2025, we want to ask for permission early so that students have plenty of time to pay for the trip. Also, students receive a \$200.00 scholarship if they sign up early. This will also give us more time to hold fundraisers to help students offset some of the cost, which is \$2,721.00.

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Thank you in advance for your consideration and support.

Sincerely,

Suzanne M. Riley Maryann Dyson

LHS Field Trip Request Form (Must be turned in 4 weeks in advance)

A trip is considered an official Lowell High School Field Trip when it is connected to any LHS class, student activity, club, sport or special program whether they occur on a school day or on a weekend. Name of Staff Member making the request: Suzanne Riley

Date of Request: 5/22/23 Class or group attending: CHS staff + s h dan + 5 Description of field trip and how it relates to the curriculum: Students will have the opportunity to practice their spanish suace, participate in Costa Rican customs, and olunteer at a wildlife Reserve. There should be at least one chaperone for every 20 students. Names and cell-phone numbers for chaperones: 978-551-6146 No. of substitutes requested __ Coverage is needed for ___Full Day (OR) ___Specific Periods (list)______ Charges to Student Charges to School Department Covered by other Funding (specify grant or other source) (per person) (per person) Transportation: Entry Fees: Meals: Other: TUTAL \$2,781 Please list any previous field trips you have taken this school year by date and description: R. - Central Europe 2017, 2019 - France, Switzerland, Mustin, Germany 2023 M.A.D - Spain 2007, 2012, 2015, 2017 Quebec City - yearly 1994-2019 You are required to meet the following conditions: Obtain parental and teacher permission Provide a list to Data Processing of students attending (48 hours prior to the field trip) Meet all requirements of the field trip site you are going to File a post-trip report to your department chair and the Head of School if requested Ensure that students have a post-field trip instructional follow-up if the field trip is classroom-based and academic in nature Arrange for students to be returned to LHS or home Date: 24 May 23

Date: May 30, 1623 Reviewed by Department Chair: Approved by Head of School:





SCHOOL BOARD PRESENTATION

— 2023 **—**



Welcome to Explorica and thank you for your interest in student travel!

As a licensed tour operator, Explorica is proud to be able to give your students the opportunity of a lifetime! When your school travels with Explorica, you'll bring your classroom lessons to life and offer your students valuable exposure to a city outside of their hometown. It's an educational adventure for both you and your students.

Before we begin, here's a little more about us:

Founded in 2000, Explorica helps teachers create educational tours full of authentic, interactive learning experiences. We specialize in connecting teachers and students to new cultures, languages and people on educational tours across the globe.

We believe we can create a better world by enriching every student with a cultural experience through travel. We aim to be the product leader in educational travel, helping teachers and students discover the wonders of the world through safe and reliable tour experiences. And we do this with a passion for delighting customers and connecting travelers to the world.

Explorica's combination of exclusive online tools and personalized service enables us to create tours uniquely suited to provide both the best value and the most customized tours in the industry.

Every Explorica tour includes flights or bus transportation, accommodations, on-tour transportation, most meals and an expert, full-time Tour Director dedicated to your group. What's more, as a WorldStrides organization, we have a network of more than 45 offices around the globe. And with our veteran Program Consultants, Customer Care Representatives, and comprehensive, user-friendly website, we're always here to support you from the moment you contact us, to the minute you shout bon voyage!

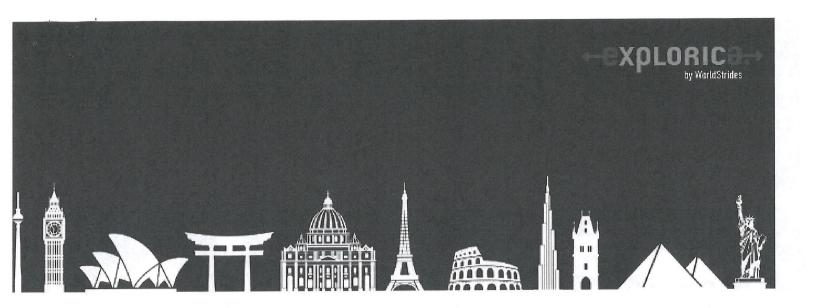
Join more than one million teachers and students in experiencing the world on Explorica tours!

Happy travels!

Sincerely,

Matt Wertz President & CEO

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Meal information

Explorica provides breakfast and dinner daily on all tours (unless otherwise indicated on your itinerary). Explorica makes sure all travelers have the opportunity to experience local cuisine with their meals, such as a tapas dinner in Spain, crêpes in France or wiener schnitzel in Germany.

Tour director

Your tour director is responsible for organizing the overall logistics of the trip. He or she will be with you from the beginning of the tour until the end to oversee the arrangements for all transportation, meals, accommodations and sightseeing. The tour director can also provide a wealth of information and suggestions for your free time. Local guides are your resource for detailed destination information and help supplement the travel experience.

Communication on tour

Explorica provides a Tour Diary for each group that travels. We were the first company to develop the diary and have been providing this service for 10 successful years. Our online Tour Diary lets parents and friends see pictures of the group as they travel, so they know their children are safe, happy, learning and having fun. Here is an example of a posting for a group that traveled on our Galápagos Islands tour in February 2017:

"Day 2 - Hello everyone! Today was a wonderful first day! After breakfast we went to visit the highlights of Quito, museums, churches, plazas, government palace, and more. Then we had lunch in a traditional restaurant of the old town, after that we went to the equator line; there we had fun practicing some experiments and some of us got a certification as 'egg master.' We went back to the hotel and at night kids had dinner, and finally it was time to prepare everything to Galapagos! Tomorrow we leave early. We're having a great time!"



Liability policy

To Whom It May Concern,

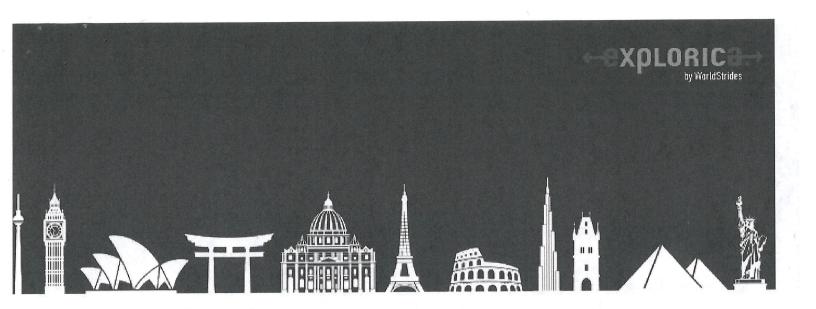
We understand that many school officials have expressed concern about allowing their students to travel. We want to assure you that the safety of the tour participants is Explorica's number one priority and that we have policies and procedures in place to protect the school, school district, teachers and participants involved with this tour.

Explorica has a \$50 million liability policy that protects third parties and tour participants (students, teachers, chaperones) for injuries and damages resulting from Explorica's negligence. We know that school officials should not have to assume responsibility for the safety of their students while on tour. Explorica has taken all precautions to best protect the students and other tour participants..

We of course share your concern for the students' safety and peace of mind. Our optional Cancel for Any Reason travel protection plan provides medical, baggage and cancellation insurance coverage for our travelers. We also have a network of support staff in the United States as well as a 24-hour emergency service for groups and their families. We offer additional peace of mind for parents and friends of our travelers by providing an online Tour Diary that is updated with pictures and journal entries by the Tour Director throughout the trip.

If you would like to discuss this matter further, we would be happy to speak with you at any time. Please call us at 1.888.310.7120.

Sincerely, Stephane Cosse VP Operations



Insurance policy

EXPLORICA'S TRAVEL PROTECTION PLANS

Through Trip Mate, our third-party travel protection plan provider, four out of five Explorica travelers protect their tours with our travel protection plans. Explorica offers two great plans that help protect your educational travel investment.

EXPLORICA'S TRAVEL PROTECTION PLAN

Our standard travel protection plan covers you for the following events:

- A traveler's injury, sickness, or death of a family member
- Theft of passport or visas
- Flight cancellations due to strike or bad weather
- Loss of luggage and personal effects
- Trip cancellation or trip interruption due to covered reasons such as a covered sickness, illness, injury or death
- Trip cancellation or trip interruption due to terrorist acts, as defined

EXPLORICA'S TRAVEL PROTECTION PLAN PLUS

Along with providing you the same benefits as our standard Travel Protection Plan, the Explorica Travel Protection Plan Plus also includes our exclusive Cancel For Any Reason Waiver Benefit. With our Cancel For Any Reason Waiver Benefit, if you cancel your trip for any reason not otherwise covered by this policy, we will reimburse you for 75% of the non-refundable cancellation fees which apply to your trip, provided:

1) Payment for this plan is received by Explorica within 14 days of your initial deposit/payment for your trip; and

2) You cancel your trip 48 hours (2) days or more before your scheduled trip departure date.

This Cancel For Any Reason Waiver Benefit does not cover: 1) penalties associated with any air or other travel arrangements not provided by Explorica; or 2) the failure of Explorica to provide the bargained-for travel arrangements due to cessation of operations for any reason.

The Cancel For Any Reason Waiver Benefit is provided by Explorica and is not an insurance benefit underwritten by United States Fire Insurance Company and must be purchased within 14 days of your initial payment for your trip.



Insurance policy cont.

BAGGAGE & PERSONAL EFFECTS

Coverage up to \$2,000 for direct physical loss or damage to your baggage, passports or visas while on your trip. A \$600 maximum limit applies to jewelry, gems, watches, cameras and camera equipment, and furs; a \$300 per article limit applies to all other items. If, while on your trip, your baggage is delayed for more than 24 hours, we will reimburse you up to \$100 for the purchase of necessary additional clothing and personal articles.

PRE-EXISTING CONDITIONS WAIVER

The plan exclusion for pre-existing conditions is waived if you purchase the plan within 14 days of your initial

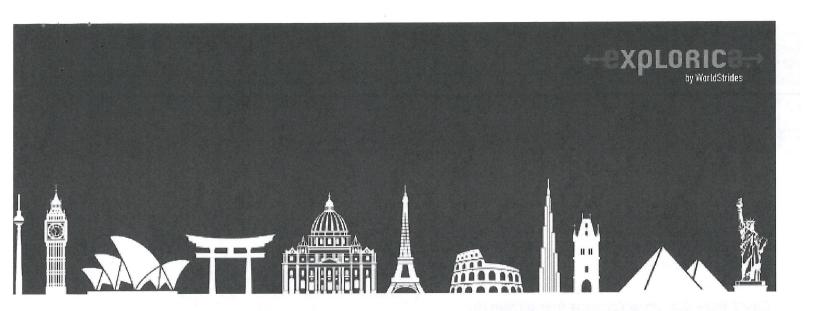
deposit/payment for your trip.

A "Certificate of Coverage" which provides complete details of the plan, including conditions, exclusions and limitations is available to you on our website under the Travel Protection Plan or at any time by request. The Explorica Travel Protection Plan benefits are administered by: Trip Mate, Inc. (In CA, dba Trip Mate Insurance Agency), 9225 Ward Parkway, Suite 200, Kansas City, Missouri 64114; tel. 1.800.888.7292. The Explorica Travel Protection Plan is underwritten by United States Fire Insurance Company, Morristown, N.I.

The cost for Explorica's Travel Protection Plan is \$16 per day of your tour, maximum \$224. This plan must be

purchased at the time of enrollment, and cannot be refunded once selected.

The cost for Explorica's Travel Protection Plan Plus is \$24 per day of your tour, maximum \$336. This plan must be purchased at the time of enrollment, and cannot be refunded once selected.





Costa Rica Highlights

April 18 – 25, 2025

This tour is the perfect balance between nature and culture: Take adventures kayaking across Lake Arenal and ziplining through wildlife-rich rainforests, and experience Costa Rican culture when you visit a coffee plantation and interact with students at a local school



Supporting documentsThis school board packet should be submitted with the following supporting documents:

- > Official price quote
- > Student application
- > Student/parent agreement & release form
- > Explorica's terms & conditions

ALLOW 4 WEEKS FOR PROCESSING
(6 WEEKS IF SCHOOL COMMITTEE APPROVAL IS NEEDED)
~Please fill out all provided fields to avoid any delays of the approval process~

Name of Staff Member: 5001	ma lauge	rem	0
School: Lowell High	Sho/Grade Level: 10-1	2 Subject: 6	uglish
Workshop Title: <u>Explosed</u>	-Codei Kica	1 = 2 4	0 11/10
Organization/Department Presenting Wo	rkshop: Wplvi	cayECH dep	+ cost: \$2646
Date(s) of Workshop: 4/8/25	-4/27/25		
Substitute Coverage Needed?	No	Yes	(Please circle one)
If Para is to serve as the coverage, indicat	te Para's name here:		
In State (.)	*Out of State () * Letter to the Superintendent o	*Overnight (f Out of State/Overnight at	(Please one)
Signature of Applicant:	120		
Signature of Approval by Principal:	wy		Date:
Please provide source of fund	ling, account number and/o	r grant name, and num	ber for workshop and substitute
Funding Source	Workshop	<u>Substitute</u>	Initials of Approval Department
Title I School			
Title I District			
Individual School Fund #			
Professional Development District			
SPED			
Other Grants/Programs (Provide Grant/Program Name & No.#)			
Signature of Central Administrator:			Date:
Sub Reserved:			Date:
Request Denied by:			Date:Date:
	out-of-state or overnight act oackage" is to be sent to the		time the Lilac Form is submitted and the y for processing.

ALLOW 4 WEEKS FOR PROCESSING

(6 WEEKS IF SCHOOL COMMITTEE APPROVAL IS NEEDED)

~Please fill out all provided fields to avoid any delays of the approval process~

Man	11 Ann Dusor	1	
Name of Staff Member:	Juliu Systi	11	1-1d/am . and
School: CAS	Grade Level: 972	Subject:	or lacer guage
Workshop Title: Trip 1	o Costa Ric	a	
Organization/Department Presenting Wo	orkshop: LHS		_ Cost: _Ø_
Date(s) of Workshop: Opril 1	8-25,2025		
Substitute Coverage Needed?	No Yes		(Please circle one)
If Para is to serve as the coverage, indica	te Para's name here:		
In State (.)	*Out of State (L) * Letter to the Superintendent of Out	*Overnight (_ of State/Overnight at	(Please ☑ one)
Signature of Applicant:	ry andy	on	Date: 5/22/23
Signature of Approval by Principal:	m,		Date:
	1°		har for workshop and substitute**
Please provide source of June	aing, account number ana/or grai	nt name, and num	ber for workshop and substitute
<u>Funding Source</u>	Workshop	<u>Substitute</u>	Initials of Approval Department
Title I School			
Title I District			
Individual School Fund #			
Professional Development District			
SPED			
Other Grants/Programs (Provide Grant/Program Name & No.#)			
Signature of Central Administrator:			Date:
Sub Reserved:			Date:
Request Denied by:			Date: time the Lilac Form is submitted and the

ALLOW 4 WEEKS FOR PROCESSING
(6 WEEKS IF SCHOOL COMMITTEE APPROVAL IS NEEDED)

~Please fill out all provided fields to avoid any delays of the approval process~

Sugar	nno Dilau		
Name of Staff Member: 04200	The Aleg	,	English
School: C/TS	Grade Level: 9-12	Subject:(<u>ngiisri</u>
Workshop Title: 1010	Costa Ki	ca	
Organization/Department Presenting Worksh	10p: <u>CHS</u>		Cost:
Date(s) of Workshop: Opril	18-25,20	025	
Substitute Coverage Needed?	No Yes		(Please circle one)
If Para is to serve as the coverage, indicate P	ara's name here:		
In State (.) ** Let	*Out of State () ter to the Superintendent of Out	*Overnight (of State/Overnight at	(Please ☑ one)
Signature of Applicant: Signature of Approval by Principal:	ley ng		Date: $\frac{5/34/23}{5/0/23}$
Please provide source of funding, account number and/or grant name, and number for workshop and substitute			
Funding Source	<u>Workshop</u>	<u>Substitute</u>	Initials of Approval Department
Title I School			
Title District			
Individual School Fund #			
Professional Development District			
SPED			
Other Grants/Programs (Provide Grant/Program Name & No.#)			
Signature of Central Administrator:			Date:
Sub Reserved:			Date:
Request Denied by:*A letter to the Superintendent for all out			Date:

[&]quot;completed package" is to be sent to the Lowell Teacher Academy for processing.

ALLOW 4 WEEKS FOR PROCESSING (6 WEEKS IF SCHOOL COMMITTEE APPROVAL IS NEEDED)

~Please fill out all provided fields to avoid any delays of the approval process~

Name of Staff Member:	mon Genra	15	
School: LHS	Grade Level:	-17	V 181 DH
		Subject: <u>U</u>) <u>C/2C 3</u> /1
Workshop Title: Trip to	COSTA RI	ca	<u> </u>
Organization/Department Presenting Wo			Cost:
Date(s) of Workshop: April	18-25,202	25	
Substitute Coverage Needed?	No	/es	(Please circle one)
If Para is to serve as the coverage, indica	te Para's name here:		
In State (.)	*Out of State (U) * Letter to the Superintendent of	*Overnight (©	
Signature of Applicant:	Bewar Fr		Date: 24 may 202
Signature of Approval by Principal:	mo,		Date:5/30/23
Please provide source of fund	ding, account number and/or	grant name, and num	ber for workshop and substitute
Funding Source	Workshop	<u>Substitute</u>	Initials of Approval Department
Title I School			
Title I District			
Individual School Fund #			
Professional Development District			
SPED			
Other Grants/Programs (Provide Grant/Program Name & No.#)			
Signature of Central Administrator:			Date:
Sub Reserved:			Date:
Request Denied by:	out-of-state or overnight acti	ivities is required at the	Date:e time the Lilac Form is submitted and the
	package" is to be sent to the L		

Lowell Public Schools: OVERNIGHT FIELD TRIP CHECKLIST

The School Committee recognizes that first-hand learning experiences provided by field trips are a most effective and worthwhile means of learning. It is the desire of the Committee to encourage field trips as an integral part of the program of the schools.

Specific guidelines and appropriate administrative procedures shall be developed to screen, approve and evaluate trips and to ensure that all reasonable steps are taken for the safety of the participants. These guidelines and appropriate administrative procedures shall ensure that all field trips have the approval of the Head of School and that all overnight trips have the prior approval of appropriate Administrative level.

Approval of the School Committee must be granted prior to money being collected, arrangements being made, or parental consent being issued for all <u>overnight</u> field trips.

The following guidelines are set to implement the planning of field trips as part of, and directly related to, classroom learning activities. All guidelines must be included in the request.

	The application for approval for an overnight field trip which requires students to miss a day or more of school must include written justification from the teacher proposing the trip.
	The application for approval for an overnight field trip which requires students to miss a day or more of school must include a written statement of the learning standards the trip will address.
	The application for approval for an overnight field trip must include an itemization of all costs associated with the trip and the funding source.
	All proposed field trips must have the approval of the school building administrator.
	All day trips must be within budgetary allotments for such purpose and be approved by the superintendent. Any trip, for which there is no budget allotment, must have advance approval of the School Committee.
	Each student who goes on a field trip must have written parental permission.
	Enough supervision must be provided so that discipline on the trip is effective.
	All trips must be well planned, properly timed, and related to regular learning activities.
	All Chaperones/other adults MUST be coried. Please list chaperones that are
	Suzanne Riley, Mary Ann Dyson,
	Bryanna Laughlin, Stephen Gervais
	mm 5/20/22
Signature of	Head of School: Date:
Signature of	f Central Administrator: Date: